

CEREMONY CHECKSHEET

Name of Awardee: ODP Awards Ceremony Home Phone: _____
Office Phone: _____

Award: CO SAFE / CM CAMS2 Contact Point (if not awardee): _____
Phone: _____

Ceremony Date: 12 Sept. 84 Time: 9:00

Presenter: Mr. Fitzwater Conference Room: Auditorium
Booked: _____

Note to Staff: _____ Notified D/Pers: _____

Greeting by Office/Division Chief Arranged: _____

Citation Reader Arranged: _____ Room # _____

Personal Brief Requested: _____ Received _____

Photographer Called: _____ Assignment/Requisition # _____

Guest List Received: _____ Guest List Called: _____

OPF Requested: _____ OPF Received: _____

Length of Service Certificates Requested: _____ Received: _____

Citation Written: 9/10/84 Typed: 9/10/84

Suggested Comments for DDCI Prepared: _____ Typed: _____

Bullets Prepared (when needed): _____ Typed: _____

Scenario Prepared (when needed): _____ Typed: _____

Formal Guest List Typed: _____ Photo Reqn Typed: _____

5X8 Card Typed for Citation Reader: _____ Labels for Chairs Typed: _____

Awards Gathered/Framed: _____

Need ARA: Yes _____ No _____ ARA Prepared: _____

Copy of ARA to Retirement Division: _____

Name to be sent to _____ Yes _____ No _____ Added to List: STAT

Photos Received: _____ Photos sent for Inscription: _____

Photos Mailed to Awardee: _____

Case Closed: _____

9/10 ODP [] has set up the entire ceremony. We explained [] would not be able (due to a very busy schedule) to participate during the actual ceremony. [] ODP/PERS on [] took copies of the four citations to be read during the ceremony and the 60 (approx.) awardees will receive their awards but due to shortage of frames the actual awards will be distributed via [] to the awardees at a later date.

*Indiv. awardee files also.

9/27 Inside are copies of the award recommendations for the CM's, CO's, for the SAFE + CAMS Projects.

3/30/85 Photos sent to ODP by PERS. All cases closed as 31 M.